



Shire of East Pilbara Community Assistance Grants – 2016/2017

GRANT 3: Cash or In-kind support from \$1,000 to \$6,000

Contents

FUNDING CATEGORIES	4
GRANT 3 GUIDELINES <i>For grants from \$1,000 up to \$6,000 cash or in-kind support up to the same value or a combination of both</i>	5
AIM	5
DATES	5
WHO IS ELIGIBLE FOR GRANT 3?	6
WHO IS INELIGIBLE?	6
TERMS AND CONDITIONS OF FUNDING	6
HOW TO APPLY	7
ACQUITTAL REQUIREMENTS	8
COMMUNITY ASSISTANCE GRANTS	9
Grant 3 APPLICATION FORM	9
FINAL CHECKLIST	12
FINANCIAL ACQUITTAL	13

Acknowledgements

Local artwork featured throughout this document

Wakaripuka, Turun, Kukarikata – 106 x 152 acrylic on linen by Artist Pukina Burton

FUNDING CATEGORIES

The Shire of East Pilbara has four classifications of grants:

Grant 1: This is a quick turnaround grant that is approved by the CEO for in-kind contributions up to the value of \$500. Grant 1 applications can be made at any time of the year. Organisations are only eligible to receive a Grant 1 four times per year.

Grant 2: This is also a quick turnaround grant approved by the CEO. This grant can be for up to \$1,000 cash or in-kind support up to the same value or a combination of both. Grant 2 applications can be made at any time of the year. Organisations are only eligible to receive a Grant 2 once per year.

Grant 3: This grant is offered twice a year in January and July and is for amounts between \$1,000 and 6,000. These grants are approved at the Council meetings in March and August. Organisations are only eligible to receive a Grant 3 once per year

Grant 4: This grant is open at any time of year and aims to support individuals under 21 years of age to attend sports competitions or cultural events at State, National or International level.

GRANT 3 GUIDELINES

For grants from \$1,000 up to \$6,000 cash or in-kind support up to the same value or a combination of both

AIM

The Shire of East Pilbara acknowledges and values the significant contribution made by community based initiatives to both the social and economic well-being of the local area.

The purpose of this grant is to support local initiatives put forward by community groups and organisations that enhance the quality of life in the East Pilbara.

ASSESSMENT CRITERIA

Applications under this program are to relate their submission to one or more of the following criteria:

1. Not for profit community organisations providing a community service within the East Pilbara region where there is a demonstrated community need or benefit
2. Educational institutions in the East Pilbara for award presentations only
3. Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses).
4. Organisations involved in cultural development within the Shire of East Pilbara

Other criteria used to assess applications includes,

- The financial viability of the organisation or group making the applications
- Identification of programs that provide a valuable service or benefit for which there are no alternate funding sources.
- Preference will be given to applications that:
 - A) Benefit or assist a target group or activity identified in one of Council's strategic plans,
 - B) Benefit areas where there is an obvious and documented community/local need.
- The donation request must be for an activity or service to be provided within the financial year for which the donation is approved.
- Council will only approve one Grant 2/3 to any organisation each financial year
- All applicants will be notified, in writing, of the outcome of their application no later than 1 month following the Council meeting in which it was considered.

DATES

Applications for a **Grant 3** are open twice a year in January and July. The grants are approved at the Council meetings in March and August and applicants are informed at the soonest possible time after those meetings.

Round one: opens 1st July, closes on 31st July and tabled at the next Council meeting after the closing date.

Round Two: opens 1st January, closes 31st January and tabled at the next Council meeting after the closing date.

WHO IS ELIGIBLE FOR GRANT 3?

Applicants must be an incorporated or sponsored not-for-profit community organisation or group:

- that does not receive significant regular funding from a sponsor/auspice organisation; or
- an unincorporated non-profit community group that maintains its own bank account based in the East Pilbara community (as defined by the Shire Of East Pilbara LGA boundary); or
- not based in the East Pilbara provided that the service they provide benefits the East Pilbara community.

WHO IS INELIGIBLE?

Assistance will not be approved to:

- Government Agencies.
- Organisations with current outstanding acquittals with the Shire of East Pilbara
- Projects that do not meet one of the four (4) application criteria.
- for community initiatives or events that generate financial profits for commercial companies and/or individuals (except in exceptional circumstances)
- for an initiative that duplicates existing available services to an identical target group within the same geographic location.
- for funding on-going operational or administration expenses. Examples of on-going operational or administration expenses include insurance, utilities and rent.
- for the purchase of large capital items or building improvements.
- where applicants are in a position to self-fund the project
- activities that are the primary responsibility of other funding agencies or government departments
- where the project is a core activity of the applicant organisation
- where the project is to raise funds for other organisations and confirming documentation has not been provided from the recipient organisation

TERMS AND CONDITIONS OF FUNDING

To be successful, applicants for a Grant 3 must meet the following terms and conditions:

- Have no outstanding debts (greater than 30 days) with the Shire of East Pilbara.
- Have no outstanding acquittals from previous Shire grants.

- Funds must be used for the purpose for which they were approved. Unspent funds are to be returned to the Shire at the conclusion of the activity / program.
- Funds must be utilised solely for the provision of benefits to residents within the Shire of East Pilbara.
- Shire of East Pilbara must be acknowledged during the course of the event and in any publications or publicity that arise as a result of the event/activities/ programs.
- Council grants will need to be at least matched by the organisation through an equivalent financial contribution or in kind support.
- Funds are to be acquitted within 28 days of the completion of the event/project.

HOW TO APPLY

To apply for a **Grant 3** the following steps must be taken:

1. Contact the Administration Officer, Community Wellbeing to discuss your project and eligibility.
2. Applications must be made on the relevant application form available from Shire Offices or the Shire of East Pilbara Website - www.eastpilbara.wa.gov.au
3. Applications must be completed in full and signed by an office bearer of the organisation.
4. Applications must be received by Shire of East Pilbara, Newman Administration Office by the advertised closing date. Council will consider applications at the monthly Council meeting following the closure dates.
5. Grants must be at least be matched dollar for dollar or with equal amount of in-kind support by the organisation requesting the funding.
6. You must supply the following documents,
 - A copy of the organisation's Certificate of Incorporation or Registration
 - The most recent Annual Financial Statements
 - The organisation's latest bank statement. (Please do not include originals.)

Organisations may provide additional relevant material where they feel that this will aid the Council in assessing their application.

UNAUTHORISED COMMUNICATION

Groups and organisations submitting an application are required to direct all communications through the Council contact person named in the application documentation, unless advised otherwise. Unauthorised communication with other staff may lead to disqualification.

Individual letters of support from Councillors or Council staff will not be accepted.

ACQUITTAL REQUIREMENTS

Once an organisation has completed the activity associated with the Community Assistance Grant (CAG's), the organisation must complete the attached Evaluation Report and Financial Acquittal.

COMMUNITY ASSISTANCE GRANTS

Grant 3 APPLICATION FORM

2016/2017



Grant Reference Number: _____

Applicant's Details	
Name of Organisation:	
Contact person for project:	
Position:	
Postal Address:	
Contact number:	
Email Address:	
Incorporation Status	<input type="checkbox"/> Incorporated, or <input type="checkbox"/> Not incorporated
Australia Business Number (ABN)	
Are you registered for GST?	
Type of request:	<input type="checkbox"/> In kind <input type="checkbox"/> Cash <input type="checkbox"/> Combination
Total Amount Requested:	
Name of the Project:	
Community Wellbeing staff contacted:	Date:

Please nominate appropriate funding criteria

- Not for profit community organisation providing a community service within the East Pilbara region where there is a demonstrated community need or benefit
- Sporting Associations to assist with club development (e.g. coaching courses, governance training and or grant writing courses)
- Educational institutions in the East Pilbara for award presentations only
- Not for profit organisation involved in cultural development within the East Pilbara

1. Please provide information on your organisation history and service delivery to the East Pilbara community?

2. What is the objective of your project?

3. When will the funded activity commence? (Please include start and finish dates).

4. How many people are expected to be involved and who is your target group for this project? E.g. Club members, spectators and participants

5. Is this project, in partnership with any other groups, organisations and/or agencies? YES NO

If yes, what other groups, organisations and/or agencies are involved and how will they contribute to making the event a success?

6. How will your organisation acknowledge the Shire of East Pilbara's funding e.g. signage, inclusion of Shire logo on print materials, verbal acknowledgement, media article(s), etc.? Please be specific

FINANCIAL INFORMATION

Amount required to run the event / project: \$ _____

Amount requested from the Shire of East Pilbara: \$ _____

Has the organisation previously received funding from the Shire of East Pilbara? Yes No

If yes please complete the following:

Year	Purpose of Funding	Amount Received	Acquittal Completed (y/n)

INCOME

Contributions	Cash or In-kind	Total
Shire of East Pilbara		\$
<i>Your Organisation</i>		\$
Other organisation		\$
Other organisation		\$
Other organisation		\$
Other Income	Details	
Ticket Sales		\$
Fundraising		\$
Other Fees & Charges		\$
Other		\$
TOTAL INCOME		\$

EXPENDITURE

Description	Total
(e.g.) performance fees	\$
	\$
	\$
	\$

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total amount	\$

NOTE: TOTAL INCOME SHOULD EQUAL TOTAL EXPENDITURE

FINAL CHECKLIST

Before submitting the applications please ensure you have:

- Provided your certificate of Incorporation/Registration
- Latest bank statement
- Most recent annual financial statement
- Clearly defined the purpose of the grant
- Included quotes for any requested expenditure
- Provided any letters of support or other documents that support the application.

(Please do not include originals.)

DECLARATION

Please read, tick the boxes and sign.

- I acknowledge that I am authorised to make this application on behalf of the organisation.**
- I acknowledge that the information in this application is true and correct.**
- I acknowledge that I may be required to supply further information prior to consideration of this application by the SOEP.**
- I give permission for the Shire of East Pilbara to promote this grant as part of any communications and public relations activities.**

Signature

Date

Print name

Office use only

Name of Shire Representative: _____

Position: _____

		Yes / No	\$
Total Expenditure			\$

Please attach copies of any media or promotional material generated endorsing the Shire of East Pilbara's contribution / involvement.

DECLARATION

I _____, representative of _____ (name of organisation), verify that all information contained in the acquittal is correct. I verify that all expenditure has been accounted for and that any surplus or deficit has been declared. I understand that any discrepancies may result in future grant applications being declined.

Name: _____

Position: _____

Signature: _____

Date: _____

ACQUITTAL CHECKLIST

Please check that all elements of the Grant 3 acquittal have been completed and submitted.

- Financial Acquittal form completed
- A brief summary of your project and outcomes from the grant money received by the Shire of East Pilbara
- Photos of your project attached (including any visual acknowledgement of the Shire)
- All receipts pertaining to the funding money is attached
- Photo consent forms attached
- Acquittal is signed by an authorised member of the organisation.

Office use only

Name of Shire Representative: _____

Position: _____

Signature: _____

Date acquittal received: _____

Acquittal documentation correct and accepted - YES / NO